



Title	Employment Pathways Specialist
Status	Permanent (subject to 6 month probation)
Location	Offices of Liffey Partnership commencing in Dublin 1
Reporting to	Health & Inclusion Programmes Manager
Salary	LP Officer Level 2 Scale, starting point circa €50,0000 d.o.e
Leave	Starting at 24 days, increasing with length of service
Working Hours	Available on a 35 or 28-hour week (pro-rata) depending on the preference of candidate

Role Description

About the Role - Are you passionate about supporting people in recovery to move forward with their lives? Do you believe in the power of education, training, and employment to build recovery capital and create lasting change?

Liffey Partnership is seeking a dedicated and proactive Employment Pathways Specialist to lead the Careers EDGE programme—an innovative employability initiative designed specifically for people with a history of drug and alcohol use. This role offers the opportunity to make a real difference in people’s lives through direct support, partnership building, and programme development.

What You’ll Do

- **Lead and Deliver:** Oversee all aspects of the Careers EDGE programme—from client engagement, liaison with facilitators and employer partnerships—ensuring meaningful, outcome-driven support.
- **Support and Empower:** Work on a group and one-on-one basis with participants to help them build confidence, maintain drug-free status, and take their next steps into education, training, or work.
- **Connect and Collaborate:** Partner with addiction services, community organisations, employers, and education providers to ensure wraparound support for clients.
- **Promote and Grow:** Actively brand and promote the programme through outreach, marketing, and securing engagement in a multi-agency steering group.
- **Track Impact:** Monitor participant progress, manage CRM data, evaluate outcomes, and contribute to impactful reporting and programme improvement.

Key duties include:

- To be responsible for the delivery of the Careers EDGE programme – an employability initiative for people with a history of substance misuse
- Convening and act as secretariat to Careers EDGE multi-agency steering group.
- To assist clients to maintain drug free status and to achieve their goals of accessing education, training and employment
- Identifying emerging themes/issues and client needs and ensuring these are raised and responded to appropriately including signposting/referring clients to appropriate services in the community e.g. mental health

File Path Stored	Doc Type	Created on	Reviewed by & Date	Next Review
SharePoint link	Job Description	Q2 2022	July2025	Q1 2026

- Engage employers on a regional basis to provide quality, meaningful work experience placements for clients as part of the Careers EDGE programme
- To ensure effective administration of all aspects of the programme including registration, data consent and use of the company's CRM system to track client engagement and progression.
- To provide oral and written reports as requested (at a minimum of 4 times per year)
- Incorporate best practice in delivery of evidenced based approaches to issues of drug and alcohol rehabilitation and reintegration into the delivery of the Careers EDGE Programme
- Establishing and maintaining a panel of specialist providers (tutors/counsellor/keyworkers) for the Careers EDGE programme and ensuring specialists adhere to Liffey Partnership policies and procedures. Coordinating a panel of tutors to deliver a programme underpinned by evidence based approaches to participants.
- Engaging in internal support and supervision and to work collaboratively with other members of the Liffey Partnership team aligned to the organisations integrated services model.
- Payment of invoices, planning and monitoring spend on Careers Edge budget in collaboration with the Health & Inclusion Manager
- Supporting the achievement of programme objectives and participant outcomes (33% progression to employment, 33% progression to education, 33% other progressions)
- Collate, monitor and present statistical information on participant and programme outcomes and ensure all programme participants are tracked
- Following up with past participants to review their outcomes and progression routes
- Adhere to Professional Standards and Code of Ethics in the Company
- Undertake other duties and responsibilities as may be assigned.

Person Specification

The Person

The successful candidate will be someone who combines empathy and drive, someone who sees potential where others see barriers.

Essential Requirements

- A third-level qualification in a relevant field (or equivalent extensive experience).
- At least 2 years' experience working in employability, addiction services, social care HR, or a related area.
- Knowledge of best practices in recovery and reintegration, adult education, and employability.
- Strong communication, facilitation, and project management skills.
- Must demonstrate an understanding and commitment to social inclusion and a strengths and capacities approach

Desirable Requirements

- Experience working with vulnerable or marginalised groups.
- Experience building multi-stakeholder partnerships.
- A working knowledge of CRM systems and data reporting.
- Familiarity with national strategies like e.g., Reducing Harm, Supporting Recovery 2017-2025

Character & Personal Qualities

- Be passionate about learning and progression, creative and forward thinking
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Fair, impartial and open to feedback, new ideas and information

File Path Stored	Doc Type	Created on	Reviewed by & Date	Next Review
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What We Offer

- **A role with purpose** – be part of a passionate, values-driven organisation tackling real social issues.
- **Support and development** – regular supervision, team collaboration, generous study support package
- **Impact** – help individuals achieve life-changing milestones and measure your success in real, human outcomes.

How to Apply

Submit your CV and cover letter to:

 tdunphy@liffeypartnership.ie

 Or deliver by post to: Teresa Dunphy, Liffey Area Partnership CLG, 4 Drumfinn Park, Ballyfermot, Dublin 10, A84Y242

Deadline: 4pm, 21st August 2025

Informal queries welcome – contact Triona O’Sullivan, Health & Inclusion Programmes Manager at tosullivan@liffeypartnership.ie or (01) 623 5612.

File Path Stored	Doc Type	Created on	Reviewed by & Date	Next Review
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